**SOURDOUGH SAM’S**

**PM, GM & IS CAPSTONES**

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| **MEETING MINUTES** | **Date**  May 11, 2011 | **Time**  6:00 – 8:15 pm | **Place**  Keller | **Week**  2 |
| **AGENDA** | To look at everyone rough plans for their sections and make sure that they all align and everyone is one the same page. | | | |

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| # | TIME | MINUTES | TOPIC |
| 1 | 6:00 – 6:05 | 5 | Get settled |
| 2 | 6:05 – 6:10 | 5 | Go over agenda |
| 3 | 6:10 – 6:20 | 10 | Questions and Answers |
| 4 | 6:20 – 6:35 | 15 | Mandalyn presents class project plan and gets feedback |
| 5 | 6:35 – 6:50 | 15 | Breakout session |
| 6 | 6:50 – 6:55 | 5 | Tina presents restaurant layout and gets feedback |
| 7 | 6:55 – 7:10 | 15 | Lyndee explains marketing idea with feedback |
| 8 | 7:10 – 7:25 | 15 | Tina explains operations idea with feedback |
| 9 | 7:25 – 7:40 | 15 | Jonathan explains finance idea with feedback |
| 10 | 7:40 – 7:55 | 15 | Michael and Hung explain IT idea with feedback |
| 11 | 7:55 – 8:05 | 15 | Mandalyn explains project plan and gets feedback |
| 12 | 8:05 – 8:15 | 10 | Conclusion: Set new tasks & plan next meeting |

**Meeting Notes:**

**New Tasks:**

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| Mandalyn |  |
| Tina |  |
| Lyndee |  |
| Jonathan |  |
| Hung |  |
| Michael |  |